

**Exhibit A**  
**SCOPE OF WORK**

**TECHNICAL TASK LIST**

<b>Task #</b>	<b>CPR</b>	<b>Task Name</b>
1	N/A	Administration
2		Completion of Specified Reports

**KEY NAME LIST**

<b>Task #</b>	<b>Key Personnel</b>	<b>Key Subcontractor(s)</b>	<b>Key Partner(s)</b>
1	NONE	NONE	NONE
2	NONE	NONE	NONE

**GLOSSARY**

*Specific terms and acronyms used throughout this work statement are defined as follows:*

<b>Acronym</b>	<b>Definition</b>
CCM	Commission Contract Manager
Energy Commission	California Energy Commission
GC	Government Code
PIER	Public Interest Energy Research

**Background**

The PIER program annually administers \$86.5 million in public interest energy research (PIER) funding. Research, development and demonstration activities include providing contracts and grants for research and development of energy technologies and related scientific activities. The Program funds many projects, each of which results in fact sheets and final reports. Currently, there is a backlog of final reports and fact sheets that requires editing before publishing.

The Energy Commission is seeking qualified technical editors to edit reports and project fact sheets.

The Contractor will work with the Commission Contract Manager (CCM) to edit reports. Each report will follow the format detailed in the PIER Style guide located at (<http://www.energy.ca.gov/contracts/pier/contractors/index.html>) and will use Energy Commission supplied templates. The Contractor shall work with the CCM to ensure timely completion of edited reports and fact sheets. The Contractor must have the ability to understand the technical nature of the reports and fact sheets and edit them to be understandable by policy makers and the general public.

## **Objectives**

The objective of this Agreement is to provide program support to assist the California Energy Commission's PIER program in clearing a backlog of final reports and fact sheets. The Contractor will provide needed editing expertise so that reports and fact sheets can be published and made available to policy makers and the general public.

## **TASK 1.0 ADMINISTRATION**

### **The Contractor shall:**

- Attend meetings with the CCM to discuss progress, problems, and priorities relative to assigned work.
- Provide the CCM with monthly progress reports to be included with the monthly invoice.
  - These progress reports will track the level of completion for individual reports and fact sheets being edited and provide an updated estimate of delivery dates.

## **TASK 2.0 COMPLETION OF SPECIFIED REPORTS**

### **The Contractor shall:**

- Edit an estimated 500 PIER project reports, averaging approximately 100 pages per report for an approximate total of 50,000 pages. All reports must comply with the appropriate PIER report style manual prior to their publication by the Energy Commission. Report style manuals are updated regularly and the technical editor must use the most recent version of the manual available at (<http://www.energy.ca.gov/contracts/pier/contractors/index.html>).
- Edit Executive Summaries and Fact Sheets to meet the plain writing standards of Government Code (GC) Section 6219.
- Using the body of the report, write Executive Summaries, Abstracts, or other missing sections called out in the PIER Style Manual.
- With approval and direction of the CCM, work with report authors and Energy Commission staff in editing reports and fact sheets.
- Submit edited reports to the CCM.

### **Deliverables:**

- Edited Project Reports and Fact Sheets

### **Due Dates:**

Dates for specific reports will be determined by the CCM, the expected timeframe for completion of this task is twelve months.